

## **VERIFICATION TIMELINE**

### **October 2013**

*By 10/15:*

1. Pick the pool of parent income applications **FROM THE ENTIRE SAU** for verification based on the **STANDARD SAMPLE SIZE - ERROR PRONE**. (See definition of Standard Sample Size – Error Prone in Eligibility Manual for School Meals, August 2013 - Part 8 – Verification of Eligibility for School Meals.)
2. Send the following documents to the household:
  - a. Notification of Selection and Verification of Information Form
  - b. Letter to the Employer
  - c. Letter to Social Security Office
3. If applicable, fax the Food Stamp Number Direct Verification form to Food Stamp Office (fax #271-4637) for Food Stamp/SNAP or FANF Number Verification.

*By 10/11:*

1. Submit the **Verification Effort Plan of Action** form to the Bureau of Nutrition Programs and Services.

### **November 2013**

*By 11/15:*

1. Complete the verification effort on parent income applications unless a waiver was requested and approved by the State Agency.
2. Send Notice to Households of Approval/Denial of Benefits after the parent income application verification effort is complete.
3. Place all completed verification documents on file. Note: All parent documentation and school worksheet information must be retained on file for three (3) years plus current year.

### **December 2013**

*By 12/15:*

1. If a waiver was approved by the State Agency, complete the verification effort on parent income applications.
2. Send Notice to Households of Approval/Denial of Benefits after the parent income application verification effort is complete.
3. Place all completed verification documents on file. Note: All parent documentation and school worksheet information must be retained on file for three (3) years plus current year.

*By 12/31:*

1. Send the compiled *School Food Authority (SFA) Verification Summary Report* (one per SFA) to:

Tami Drake  
Department of Education  
Bureau of Nutrition Programs and Services.  
101 Pleasant Street  
Concord, NH 03301-3860